



PLANNING, DESIGN &
CONSTRUCTION MANAGEMENT
DIVISION

COLLECTIVE VISION PROJECT ALBUM

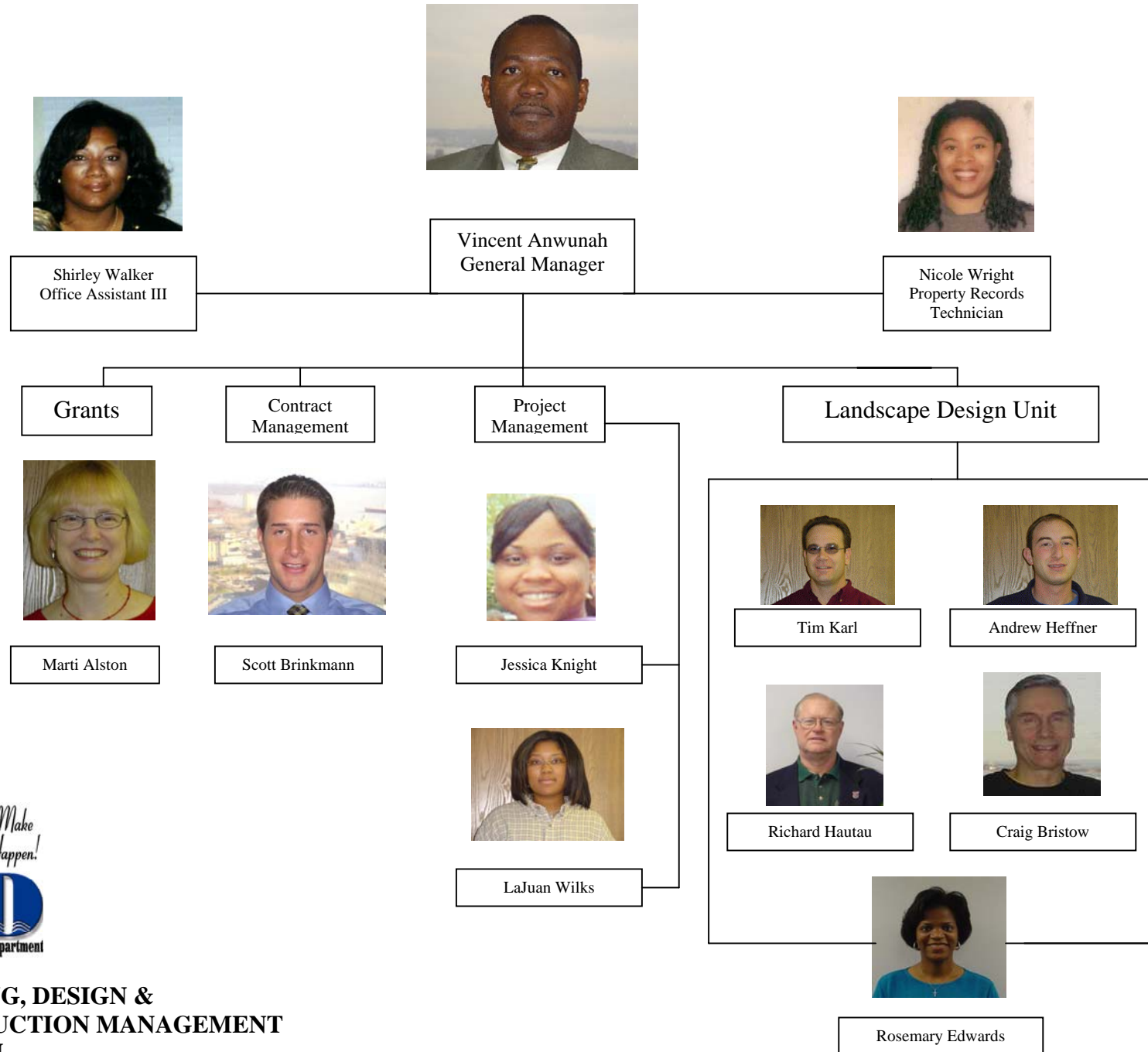
2004



Charles Beckham, Director
Detroit Recreation Department



Vincent Anwunah, AICP
General Manager



**PLANNING, DESIGN &
CONSTRUCTION MANAGEMENT
DIVISION**

MISSION STATEMENT

“Lay a foundation to grow Detroit neighborhoods.”

The Division provides professional planning, design and construction management services that act as a catalyst for Detroit neighborhood revitalization.

2004 PROJECTS



Richard G. Hautau, Fellow – ASLA, RLA, CPSI
Chief of Landscape Architecture

Under general direction, to have charge of landscape architecture design and preparation of studies and plans for municipal land development projects; and to perform related work as required.

PROJECT ALBUM for MARTZ PLAYGROUND **Cluster 2 Park Improvement Project**

PROJECT AMOUNT: \$427,464.55

Contractor: Lakeshore Engineering Services, Inc.

The project consisted of a total renovation of **MARTZ** Playground which is a 2.8-acre site located at the intersection of Gunston and St. Patrick Streets in Cluster No. 2.

DESIGN PROGRAM - CONCEPT

- Remove all damaged site development items, fencing, play equipment, sidewalks and clean up the site
- Preserve and protect all existing trees and sidewalks to remain
- Provide a pleasant place to enjoy picnics in the shade with a new shelter, picnic tables, BBQ's, bench seating and trash receptacles
- Create a new & exciting age-group playground area with new ADA compliant age-appropriate equipment with a poured- in-place safety surfacing under all equipment. Provide adjacent seating for parental supervision of the children using the playscapes
- Develop one Volleyball Court, a Children's Soccer Field and two Horseshoe Courts for the usage of children and adults
- Provide attractive new park sign identification
- Provide a new drinking fountain that is handicapped accessible and equipped with a hose bib outlet
- Provide for circulation walks within the park
- Provide for the installation of a new park access gate and new vinyl chain link fencing around the site.
- Further enhance the parkland feeling with the addition of plantings with a 2-year establishment maintenance guarantee period
- Create the feeling of "Park Ownership" for the public user by the development of a high-use element known as a walking / jogging pathway

SCOPE OF WORK

All development work done in accordance with plans prepared by Dick Hautau, FASLA, in-house. Cad assistance and shelter specifications provided by Architects International.

Scope of Work –MARTZ PLAYGROUND RENOVATIONS, Plans dated March 22, 2004

1. Entire removal and replacement of the damaged public sidewalk along Gunston, St. Patrick and Flanders Streets (approx. 2,124 SF).
2. Installation of two "Age-Group" children's playground equipment playscapes.
3. Installation of two four-swing units, one for tots and one for older children; one stand alone slide and one tire swing for young and older children alike.

4. Installation of safety surfacing for the entire playground equipment area and a hopscotch court game (approx. 6,000 SF).
5. Installation of a Fitness Area complete with exercise equipment and safety surfacing underneath the equipment (approx. 900 SF).
6. Removal of old chain link fencing (1,684 LF) and installation of all new vinyl coated fencing with concrete maintenance strips underneath and a new access gate at the alley. Within the alley a new turn-around was developed and the alley surface was re-stoned.
7. The re-establishment of the old water service into the park, cleaning of the drinking fountain sewer and the installation of a new-handicapped accessible drinking fountain complete with winter shut off valve and blow off provisions.
8. Painting of the existing Flagpole, installation of a new halyard and halyard locking box.
9. Installation of 2 new bicycle rack of parking and lock up of park user bicycles; Installation of new picnic area with 3-tables and BBQ units, one of which is handicapped accessible within the park. Each table has a concrete pad underneath of it for ease of mowing maintenance.
10. Centrally located was a 24 x 36-foot Park Shelter unit was erected that will facilitate a group picnic of approximately 40 people, complete with a group BBQ, food preparation tables and serving food tables was provided for on a concrete shelter slab.
11. Installation of 8 trash receptacles anchored onto concrete pads, with one unit at each point of entry. In addition one doggie box has been installed to further assist the park users in keeping this park clean and picked up.
12. The park's site landscaping was supplemented with a variety of shrub and perennial plantings, some of which are known to attract butterflies and birds to the site. All existing tree bases and new plant beds were mulched to facilitate maintenance.
13. New sod lawn installation in areas that were adjacent to the high usage play areas, with the Soccer Field end of the park being seeded with a turf blanket (approx. 2 acres). Lawn and plant bed areas are scheduled for a year of warranty maintenance including turf weed and feed applications.
14. Installation of a 1,175 LF asphalt paved walking / jogging pathway.

PHOTOS

1. PRE - Construction Views



Old damaged Public Sidewalk



Old Alley and Alley Fencing



Damaged Old Chain Link Fencing



Old Senior Swings Unit & Poor Drainage

2. DURING – Construction Views



Installing New Asphalt Walking Trail



Underground Drinking Fountain Piping



Friends of Marts Park at Drinking Fountain



Work at the Alley adjacent to Shelter & Play Area



Play Area Swings & safety surface being installed



New Volleyball Court and Soccer Field

3. POST - Construction Views



New Group Picnic Shelter and Plantings



New Park Signage



Entry with Drinking Fountain, Flagpole & Bicycle



Children's Slide



2-5 yrs. old play structure & Tot Swing



5-12 yrs. old Play structure



Dedication Ceremony/Ribbon Cutting on 10/18/04
with DRD Director Charles Beckham



PROJECT ALBUM for STOCKTON PARK

Cluster 3 Park Improvement Project

PROJECT AMOUNT: \$ 286,790.00

Contractor: Jenkins Construction Company

The project consisted of a total renovation of **STOCKTON** Park, which is a 2.75-acre site located at the intersection of Parkview and Dwight in Cluster No. 3.

DESIGN PROGRAM - CONCEPT

- Remove all damaged site development items, fencing, drinking fountain, sidewalks and clean up the site
- Preserve and protect all existing trees and sidewalks to remain
- Provide a pleasant place to enjoy picnics in the shade with new picnic tables, bench seating and trash receptacles
- Create a new & exciting age-group playground area with new ADA compliant age-appropriate equipment with a poured- in-place safety surfacing under all equipment; Provide adjacent seating for parental supervision of the children using the playscapes
- Develop a funnel ball court for the usage of older children and adults
- Provide an attractive new park sign identification
- Provide a new drinking fountain that is handicapped accessible and equipped with a hose bib outlet
- Provide for the installation of new park access gates and repairs to the existing split rail fencing
- Create a feeling of safety for the park users by the addition of park lighting along the riverfront
- Further enhance the parkland feeling with the addition of some new shade trees and other plantings with a 2-year establishment maintenance guarantee period
- Create the feeling of "Park Ownership" for the public user by the development of a high-use element known as a walking / jogging pathway

SCOPE OF WORK

All development work done in accordance with plans prepared by Dick Hautau, FASLA, in-house.

Scope of Work – STOCKTON PARK RENOVATIONS, Plans dated February 2004

1. Entire removal and replacement of the damaged public sidewalk along Parkview and replacement of several flags along Dwight Street (approx. 2,124 SF).
2. Installation of two "Age-Group" children's playground equipment playscapes.
3. Installation of one four-swing unit and one tire swing for young and older children alike.
4. Installation of safety surfacing for the entire playground equipment area and two court games (approx. 4,425 SF).
5. Removal and replacement of damaged split rail fencing and installation of two new access gates.
6. Installation of a new asphalt funnel ball court and a handicapped accessible drinking fountain mounted to a new vault top, complete with winter shut off valve and blow off provisions.
7. Installation of new picnic area 3-tables and 4- benches in the park.
8. Installation of 4 additional trash receptacles anchored onto concrete pads.
9. Site landscaping with four additional shade trees, and the clean up and addition of additional plantings along the west side of the site plant bed.
10. New sod lawn installation in areas that were disturbed and weed and feed application to the remaining turf areas.
11. Installation of an asphalt paved walking / jogging pathway system.
12. Installation of three new historic style site lights along the riverfront with underground feed.

PHOTOS

1. PRE – Construction Views



Future Play Area site



Old Drinking Fountain and Elevated Maintenance Pit

2. DURING – Construction Views



Play Area Excavated and New Equipment Layout; New Parkview Walk in place



Drinking Fountain Pit Top being lowered to make Finish Grade Handicapped Accessible

3. POST – Construction Views



2 - Year Old Play Structure on Safety Surfacing



5 - 12 Year Old Play Structure & Tire Swing



Four Square Children's Game



New Split Rail Fence & Sod Lawn at Play Area



Timothy J. Karl, ASLA, RLA, CPSI
Assistant Chief of Landscape Architecture

Under general direction, to assist in supervising the landscape architecture design activities and preparation of studies and plans for municipal land development projects; and to perform related work as required.

PROJECT ALBUM for BRADBY FOOTBALL FIELD

PROJECT AMOUNT: \$ 190,000.00

Contractor: ABC Paving Company

The project consisted of an installation of a football field at the **BRADBY** Recreation Center site, which is a 5.06-acre site located at Lynn and Cardoni Street. Park sponsor was the MOORE Community Council through funding by the Empowerment Zone.

DESIGN PROGRAM - CONCEPT

- Develop football field as a design-build project
- Redefine the park to allow for a quality football field
- Scoreboard
- Perimeter fencing
- Irrigation of field

SCOPE OF WORK

All development work done in accordance with approved plans prepared by ABC Paving.

1. Installation of under-drainage.
2. Grading of field.
3. Installation of sod and corner monuments.
4. Installation of water meter.
5. Installation of the irrigation system.
6. Installation of scoreboard.
7. Installation of fencing and benches.
8. Site restoration.

PHOTOS





PROJECT ALBUM for PIWOK PLAYGROUND

Cluster 5 Park Improvement Project

PROJECT AMOUNT: \$493,252.00

Contractor: ABC Paving Company

The project consisted of a total renovation of **PIWOK** Playground which is a 4.64-acre site located at the intersection of Visger and Annabelle Streets in Cluster No. 5.

DESIGN PROGRAM - CONCEPT

- Remove all damaged site development items, fencing, play equipment, sidewalks and clean up the site
- Preserve and protect all existing trees and sidewalks to remain
- Provide a pleasant place to enjoy picnics with new picnic tables, grills, bench seating and trash receptacle
- Create a new & exciting age-group playground area with new ADA compliant age-appropriate equipment with a poured- in-place safety surfacing under all equipment; Provide adjacent seating for parental supervision of the children using the playscapes
- Redevelop one existing volleyball court, basketball court and softball field
- Develop two horseshoe courts
- Provide attractive new park sign identification
- Provide for the installation of a new vinyl chain link fencing with maintenance strip to replace the deteriorated existing fencing
- Further enhance the parkland feeling with the addition of tree plantings

SCOPE OF WORK

All development work done in accordance with plans prepared by Tim Karl, ASLA, CPSI titled: PIWOK PLAYGROUND RENOVATIONS, Plans dated March 5, 2004

1. Entire removal and replacement of the damaged public sidewalk along Visger, Annabelle, Omaha, and Beatrice Streets.
2. Installation of two "Age-Group" children's playground equipment playscapes.
3. Installation of swings, climbing wall and spring play component.
4. Installation of safety surfacing for the entire playground equipment area.
5. Renovation of the existing basketball court by asphalt resurfacing, color surfacing, new striping, new backboards and rims, bench, and trash receptacle.
6. Removal of old chain link fencing and installation of all new vinyl coated fencing with concrete maintenance strips underneath.
7. Renovation of the softball field by repairing and painting the back stop, benches, bleachers, trash receptacle, and infield.
8. Painting of the existing volleyball post and providing a new net.
9. Installation of 2 new bicycle racks.
10. Installation of two new picnic area with each having 2-tables, large accessible grill and a trash receptacle; all on a concrete slab.
11. A seating area was created with concrete pavers, benches, and an accent planting area.
12. Five additional trees were planted to minimize the loss of the Ash trees.

PHOTOS

1. PRE - Construction Views



Entry Area



Basketball Court and Playground Equipment

2. DURING - Construction Views



Pavers, Planter, and Playground



Softball Field

3. POST – Construction Views



Pavers, Planter, and Playground



Playground, Benches, and Sidewalks



Basketball Court



Picnic Area



PROJECT ALBUM for TOLAN PLAYFIELD

Cluster 4 Park Improvement Project

PROJECT AMOUNT: \$ 400,000.00

Contractor: KEO and Associates, Inc.

The project consisted of renovations and additions to **TOLAN** Playfield, which is a 16.93-acre site located at the northwest corner of I-75 and Mack Ave.

DESIGN PROGRAM - CONCEPT

- Redefine the park to allow multi-generational experiences and exchanges
- Remove all damaged site development items, fences, play equipment, etc and clean up the site
- Preserve and protect all existing trees and sidewalks
- Create a new & exciting playground area with age-appropriate equipment on poured- in-place safety surfacing
- Improve the basketball and tennis courts to allow area residents to participate in these sports again
- Improve the existing park programs for neighborhood residents and public users
- Install an asphalt walking/jogging pathway around the park that would allow the park users to feel safe, comfortable, and create a sense of ownership of the park

SCOPE OF WORK

All development work done in accordance with plans prepared by Tim Karl, ASLA, CPSI in-house.

Scope of Work –TOLAN PLAYFIELD RENOVATIONS, Plans dated March 8, 2004

1. Demolition of aged site features.
2. Renovation of two (2) picnic sites.
3. Renovations of five (5) tennis courts.
4. Removal and replacement of a softball backstop, infield, and benches.
5. Removal and replacement a basketball court.
6. Removal and replacement of damaged concrete sidewalk.
7. Removal and replacement of playground equipment, including two (2) play structures and swings.
8. Installation of rubber safety surfacing and concrete curbing for play equipment.
9. Installation of two (2) horseshoe courts.
10. Installation of 2,000 lf of asphalt paved walking / jogging pathway system.
11. Installation of park benches and trash receptacles.
12. Installation of a volleyball court.
13. Installation of a bus stop area, which includes an up-scale bench and trash receptacle.
14. Installation of 360 lf of ornamental fencing.
15. Installation of ten (10) Red Maples.
16. Improvements to the sand play area.
17. Renovation of abandoned concrete area into a picnic area.
18. Lawn restoration that includes a berm, which can be used as a sledding hill.

PHOTOS

1. PRE-Construction Views



Existing Basketball Court



Existing Playground

2. DURING – Construction Views



Play Structure



Bermed Lawn Area

3. POST – Construction Views



Basketball Court



Playground



Open Space



Walking Trail



PROJECT ALBUM for PECK PARK

Cluster 4 Park Improvement Project

TOTAL CONTRACT AMOUNT: \$ 400,000.00

Contractor: Warren Contractors

Project Manager: Benyne Goldston, DBA

DRD Cluster Manager: Tim Karl, ASLA, CPSI

The project consisted of total renovations **PECK** Park, which is a 2.12-acre site Brush Street, Kirby Avenue, Beaubien Street, and Fredrick Avenue. Park Funders were the UCCA, DRD, & PDD

DESIGN PROGRAM - CONCEPT

- Redefine the park to allow for multi-generational activities
- Provide a plaza for social interaction
- Provide a hard surface stage area for performances
- Design paths and sidewalks to allow for circulation
- Design areas for picnicking
- Locate sculpture in the park
- Provide a volleyball court
- Beautify the park

SCOPE OF WORK

All development work done in accordance with plans prepared by Silveri Architects: Peck Park Improvements

1. Demolition of aged site amenities, including portions of the existing pool.
2. Create a concrete paver plaza area with landscaping near the existing flagpole.
3. Place sculpture with in the park.
4. Install the performance area.
5. Install site irrigation.
6. Install additional trees.
7. Develop the volleyball court.
8. Place the walks, bike racks, picnic tables, and grills.
9. Install playground structure and safety surfacing.



PHOTOS

1. DURING – Construction Views



Sidewalk with Benches



Plaza Area

2. POST – Construction Views



Sculpture and Playground



Plaza Area and Volleyball Court



Craig Bristow, ASLA, RLA, CPSI
Associate Landscape Architect

Under direction, to prepare plans, designs and specifications for landscape architectural work, to conduct studies and prepare plans for municipal and land development projects; and to perform related work as required.

PROJECT ALBUM for MALLETT PLAYGROUND **Cluster 7 Park Improvement Project**

PROJECT AMOUNT: \$ 420,000.00
Associates

Design-Build Contractor: KEO and

Project Manager: Craig Bristow

The project consisted of renovations and additions to **MALLETT** Playground, which is a 3.248-acre site located at the intersection of Hubbell Avenue and Wadsworth Avenue.

DESIGN PROGRAM - CONCEPT

- Remove all previous site development items, fences, play equipment, etc and clean up the site
- Preserve and protect all existing trees and sidewalks
- Maintain & enhance the open feeling of the park by installing new fence lines at the west & north property lines *ONLY* and adding and redeveloping the 37' x 132' vacant/city-owned lot at the north end of the site
- Redevelop softball diamond area into an Open Lawn Area and fill the low area in the outfield
- Provide a pleasant place to enjoy picnics in the shade with a new picnic shelter with a concrete floor and picnic tables
- Enhance existing picnic area at NW corner of park by repairing & relocating 2 picnic tables and adding 1-Handicap picnic table and 1 new picnic
- Create 3 new & exciting age-group playground areas with age-appropriate equipment on poured-in-place safety surfacing
- Enhance parkland feeling with the addition of 40 shade trees with a 2-year establishment period tree maintenance services
- Create an open & rolling landscape with the addition of topsoil earth shaping at various areas
- Provide a 3-month full service Lawn Establishment Period Maintenance Services
- Create the feeling of "Park Ownership" for the public user by the development of a high-use element known as a walking / jogging pathway system

SCOPE OF WORK

All data per Design/Build Construction Contract with KEO & Associates titled: **RENOVATIONS & ADDITIONS to MALLETT PLAYGROUND** - April 2004

1. Removal of all existing playground equipment.
2. Installation of two (2) "Age-Group" children's playground equipment areas.
3. Installation of one (1) 13 foot high Apollo rotating climber.
4. Installation of safety surfacing at all playground equipment areas.
5. Removal of entire existing fence.
6. Installation of new site fencing with concrete maintenance strip.

7. Removal of the infield elements of the softball diamond.
8. Filling and raising of the outfield area of the softball diamond.
9. Development of an open lawn area.
10. Removal and salvage of existing picnic area equipment.
11. Installation of new picnic area equipment.
12. Installation of a HEX 24, a 24-foot diameter hexagonal shaped picnic shelter by Poligon.
13. Installation of a hex shaped concrete floor slab under the picnic shelter.
14. Installation of two (2) picnic tables under picnic shelter.
15. Site landscaping with 40 shade trees, earth shaping and new lawn areas.
16. Installation of an asphalt paved walking / jogging pathway system.

1. PRE – Construction Views



Old Side and Concrete Climber



Old Senior Swing Frame with a 12-foot Top Rail Height

2. DURING – Construction Views



Apollo Unit Drain Tile System under future Safety Surfacing



Installation of Safety Surfacing at the 5-12 yr. Old Play Area



Installation of Safety Surfacing at 5 – 12 Year Old



Installation of Drain Line from New Catch

3. POST – Construction Views



5 – 12 Year Old Play Structure with
Safety Surfacing



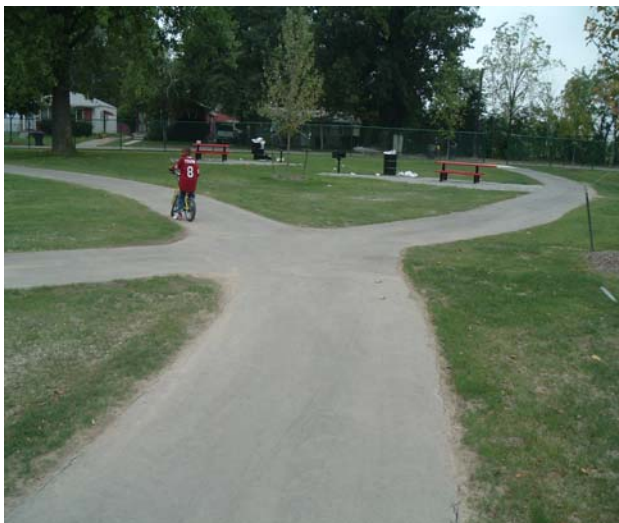
24' Dia. Picnic Shelter with Concrete Floor and
Picnic Tables



2-5 yr. Old Play Structure with Safety Surfacing



5-12 yr. Old Play Structure with Safety Surfacing



Asphalt Pathway System near Play Equipment Areas



Apollo Unit with Safety Surfacing



PROJECT ALBUM for SCHULTZ PLAYLOT

Cluster 6 Park Improvement Project

PROJECT AMOUNT: \$ 320,951.50

General Contractor: Clark's Construction, Inc.

The project consisted of renovations and additions to **SCHULTZ** Playlot, which was a .421-acre site and was expanded by the addition of the two vacant lots to the south side of the site, adding .294-acres to create a .715-acre site located at the intersection of Martindale Avenue and Boston Boulevard.

DESIGN PROGRAM – CONCEPT

- Remove all previous site development items, fences, play equipment, trees, etc. and clean up all 3 sites
- Provide for a secure feeling of the park by installing new sidewalks and fence lines at the property lines
- Add and redevelop the two (2) - 183' x 35' vacant lots to the south of the site
- Provide a pleasant place to enjoy the park with new park benches and trash receptacles
- Provide a pleasant place to enjoy picnics with new picnic tables and a group-sized grill
- Create 3 new & exciting playground equipment areas with 2-age-group play structures and one swing frame with 2 types of swing seats, all on a poured- in-place safety surfacing
- Enhance the parkland feeling with the addition of 25 shade trees, sodded open lawn areas and paved walking paths
- Encourage the development of sports skills among the younger children with the installation of a half-court basketball court

SCOPE OF WORK

All data per the DBA Construction Contract Documents with Clark's Construction, Inc. titled: Schultz Playlot Renovations - March 10, 2004

The site work included the following items: Site drainage, concrete work, site improvements, site amenities, landscape work, vinyl chain link fencing, safety surfacing, earthwork, hot mix asphalt, and a landscape guarantee maintenance period.

1. Removal of all fence lines, small trees & stumps, ground vegetation, concrete sidewalks and complete clean up of the alley.
2. Removal of all existing playground equipment.
3. Installation of new site fencing with concrete maintenance strip.
4. Installation of new concrete sidewalks and park pathways.
5. Installation of two (2) "Age-Group" children's playground equipment areas.
6. Installation of two (2) "Age-Group" swing seat equipment on one swing frame.
7. Installation of safety surfacing at all playground equipment areas.
8. Development of a sodded open lawn area.
9. Installation of new picnic area equipment, 2-picnic tables & 1-grill on concrete slabs.
10. Installation of new park benches, trash receptacles and bike racks on concrete slabs.
11. Installation of 1-removable bollard at alley entry.
12. Installation of 1-half court size basketball court with 1-pole, rim & backboard on an acrylic coated asphalt pavement area.
13. Site landscaping with 22 shade trees, earth shaping and new lawn areas.

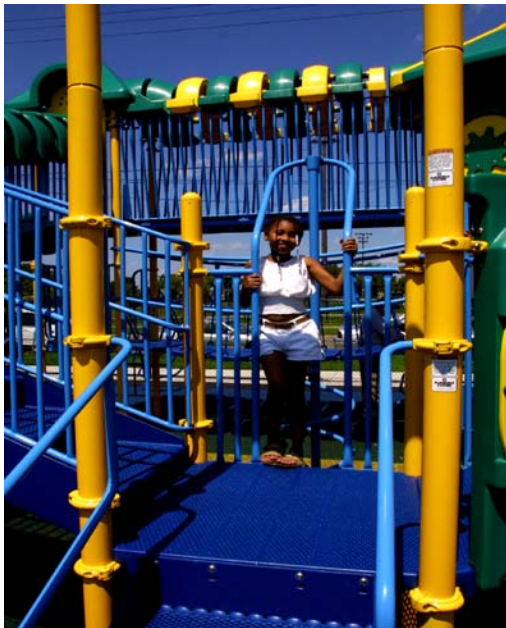
PHOTOS

1. PRE - Construction View



View looking east from Martindale Street

2. POST - Construction Views



Play Structure – Detail of Unit



Play Structure and Swing Unit



View of Park and Half-Court Basketball



Dual-Level Play Structure



Half-Court Color Coated Basketball Court



Park Entrance on Boston Blvd.



The Ribbon Cutting at the Dedication Ceremony on August 3, 2004 with DRD Director Charles Beckham at the Martindale Entry.



Rosemary Edwards, ASLA, CPSI
Senior Associate Landscape Architect

Under general supervision, to prepare landscape architecture design studies and plans for the more difficult and less routine phases of municipal land development projects; and to perform related work as required

PROJECT ALBUM for BELLE ISLE PLAYScape **Cluster 3 Park Improvement Project**

PROJECT AMOUNT: \$780,000.40

Contractors: KEO & Associates, Inc.
DP & Hoffman Play Works, Inc

The project consisted of a total renovation and additions to the **BELLE ISLE** Playscape.

DESIGN PROGRAM - CONCEPT

- Remove all unsafe play equipment and safety surfacing to provide a safe and low maintenance play environment
- Preserve and protect all existing play equipment; Trees and shelter to remain
- Create the largest play area full of places to go and things to do, a “play carnival” with new ADA age-appropriate play equipment, for children of all abilities
- Provide places to socialize and picnic while having fun with new benches, picnic tables and trash receptacles
- New poured-in place safety surfacing under all play equipment

SCOPE OF WORK

All data per design build construction contract with KEO Contractors: Renovations and additions to Belle Isle Playscape

1. Removal of all non-compliant wooden play equipment.
2. Removal of all loose material safety surfacing.
3. Removal of physically challenged play equipment.
4. Installation of playhouse, swings and one (1) animals in 2-5 age range play area.
5. Installation of ship area and one (1) play odyssey equipment.
6. Installation of 13 foot high Apollo Rotating Climber.
7. Installation of two (2) Biggo Swings.
8. Installation of new equipment to three (3) existing play structures.
9. Installation and painting of new roof on picnic shelter with 4-176” metal picnic tables.
10. Installation of two (2) picnic shelters with two (2) picnic tables.
11. Installation of new benches and trash receptacles.
12. Installation of safety surfacing at all playground areas.

PHOTOS

1. PRE - Construction Views



5 – 7 Year Old Play Structure



Existing Picnic Shelter



Existing Swing Standards on Safety Surfacing



5 – 12 Year Old Play Structure

2. POST – Construction Views



7 – 12 Year Old Play Structure



7 – 12 Year Old Play Odyssey Play Structure



Apollo Rotating Climber



2 – 5 Year Old Play Area on Safety Surfacing



5 – 7 Year Old Play Structure



5 – 12 Year Old Physically – Challenged Play Area



PROJECT ALBUM for COMSTOCK PLAYFIELD

Cluster 10 Park Improvement Project

PROJECT AMOUNT: \$ 450,000.00

Design-Build Contractor: Clark Construction Co.

The project consisted of renovations and additions to **COMSTOCK** Playfield, which is a 25.86-acre site located on James Couzens Dr. between Hubbell and Greenfield.

DESIGN PROGRAM - CONCEPT

- Remove all damaged site development items, fences, play equipment, etc and clean up the site
- Preserve and protect all existing trees and sidewalks
- Create a new & exciting playground area with age-appropriate equipment on poured- in-place safety surfacing
- Improve the existing park programs for neighborhood residents and public users
- Install an asphalt walking/jogging pathway around the park that would allow the park users to feel safe and comfortable

SCOPE OF WORK

All data per Design/Build Construction Contract with Clark Construction Company:

Scope of Work - RENOVATIONS & ADDITIONS to COMSTOCK PLAYFIELD - April 2004

1. Removal of Softball and Baseball backstops, benches and bleachers.
2. Removal of tennis court pavement and 12 ft high fencing.
3. Removal of damaged concrete pavement.
4. Removal of selective dead trees along walkways.
5. Installation of one (1) children's playground areas.
6. Installation of rubber safety surfacing at playground areas.
7. Installation of four (4) asphalt tennis courts with 10 ft high fencing and concrete maintenance strip.
8. Installation of a $\frac{3}{4}$ mile asphalt paved walking / jogging pathway system.
9. Installation of new combination football/soccer field.
10. Renovation of Baseball Diamond with hooded backstop, bleacher, player benches and protective fencing with concrete maintenance strip.
11. Renovation of Softball Diamond with backstop, bleacher, player benches and protective fencing with concrete maintenance strip.
12. Filling and raising low areas to eliminate standing water.
13. Installation of site amenities, trash receptacles, benches and bike rack.
14. New concrete sidewalk along Trojan Street.

PHOTOS

1. PRE – Construction Views



Existing Asphalt Tennis Court



Existing Baseball Diamond

2. DURING – Construction Views



Asphalt Tennis Courts



5 – 12 Year Old Play Structure on Safety Surfacing

3. POST – Construction Views



Asphalt Tennis Courts



5 – 12 Year Old Play structure on Safety Surfacing



Renovated Softball Diamond



Renovated Baseball Diamond



Jessica Knight, MA
Project Manager

Under general direction, to provide design work services as needed to facilitate the many of the department; to perform related work as required.

PROJECT ALBUM for BELLE ISLE – GIANT SLIDE

Cluster 3 Park Improvement Project

PROJECT AMOUNT: \$450,000.00

Installer: Helm & Sons Amusement

The project consisted of replacing the old Giant Slide at 7338 Inserule with a new **GIANT SLIDE** located on Belle Isle off of E. Jefferson.

PROJECT CONCEPT

- Remove all damaged site development items, fences, play equipment, etc and clean up the site
- Preserve and protect all existing trees and locate the new slide within the same site as the old slide
- Build a higher and safer slide that will be easier to maintain and clean
- Install concrete and gravel around the slide to enhance the site and make the entrance more presentable

SCOPE OF WORK

All data per manufacturer's specifications and installation procedure through Helm & Sons Amusement Company: **SUPPLY & ERECT A NEW GIANT SLIDE** per manufacturer's specification

1. Obtain a building Permit from the City of Detroit.
2. Provide a strong concrete foundation
3. Install the Giant Slide per manufacturer's installation procedure
4. Rearrange the entire site
5. Provide 1,825 sf of 4" concrete.
6. Provide 7,800 sf of place and compact 4" stone with fines.
7. Provide a ticket booth for the entrance.

1. PRE – Construction Views



Foundation Work



Prep-Work for Casting & Pouring Columns

2. DURING – Construction Views



Assembly of Stairs



Erection of Steel Columns



Erection of Stairs



Completed Slide – Side View

3. POST – Construction Views



Completed Slide – Top View



Concrete Work



PROJECT ALBUM for BARCUS TENNIS FIELD-HOUSE **Building/Park Improvement Project**

TOTAL CONTRACT AMOUNT: \$ 341,869.00

Design-Build Contractor: KEO & Associates

The project consisted of renovations to the existing Farwell tennis courts and the **BARCUS** Building at 2655 E. Outer Drive located directly in front of the tennis courts.

DESIGN PROGRAM - CONCEPT

- Remove all damaged site development items, Fencing around the courts, tennis post and nets and all vegetation in the fence lines. Replace damaged concrete walk in front of the building
- Preserve and protect all existing trees and sidewalks
- Create a new & exciting tennis courts with asphalt and color coating with line stripping
- Renovate the Barcus building for the use of showering and changing for the winter and refurbish the women's and men's locker room
- Remove and replace existing boilers and water line into the building

SCOPE OF WORK

All data per Design/Build Construction Contract with KEO & Associates

Scope of Work - RENOVATIONS to Farwell Tennis Courts and Barcus Building- June 2004

1. Removal and replace all damaged fencing around the tennis courts.
2. Removal of tennis court pavement and 12 ft high fencing. Paint and seal the new fencing.
3. Removal of damaged concrete pavement.
4. Removal of selective dead trees and vegetation along walkways and in the fence line.
5. Installation of tennis 12 nets and post.
6. Installation of asphalt colored and stripped. The replacement of damaged concrete in and around the courts.
7. Repair several busted pipe with new 2" copper pipe in women and men toilet and shower room.
8. Replace and repair busted or broken faucets and toilet bowls.
9. Install three new hot water boilers and replace and install new water line into the building in the maintenance room.
10. Repaint lobby and main room and replace damaged floor boards.
11. New concrete sidewalk along the front of the Barcus building.

PHOTOS

POST – Construction Views



Repaired Main Room



Re-Painted Women's Locker Room and Shower



Replaced and Repaired Faucets and Hand



Replaced and Repaired Urinals in Men's Lavatory



Three New Hot Water Boilers



Replaced Water Line into Building



Newly Repaired and Painted Men's Locker Room



New Tennis Courts



New Tennis Courts



PROJECT ALBUM for BELLE ISLE COMFORT STATIONS

Cluster 10 Building/Park Improvement Project

PROJECT AMOUNT: \$515,403.00

Design-Build Contractor: Clark Construction

Project Manager: Jessica Knight

The project consisted of design-build of two new **COMFORT STATIONS** to be placed on Belle Isle. The larger and more used comfort station will be located at 7344 Central. The smaller one is on the golf course at 173 Lakeside Drive.

DESIGN PROGRAM - CONCEPT

- Locate onto the two sites the best area to house the Comfort stations with circulation and use in mind
- Preserve and protect all existing trees and sidewalks
- Create new and exciting Comfort Stations that will blend in with the whole new concept of Kids row and the new Playscape and Giant Slide
- Provide up to date lavatory on the golf course for the golfers while enjoying the course that the Island has provided

SCOPE OF WORK

All data per Design/Build Construction Contract with Clark Construction: DESIGN-BUILD Comfort Stations - July 2004

1. Build two new Comfort Stations for Belle Isle.
2. The larger station located on Kids Row will have the same playful and fun filled concept that the play scape and Giant Slide has.
3. The smaller station located on the Golf course enables golfers to enjoy the course without being provided a lavatory facility.
4. The larger station has restrooms and a family restroom that provides a baby changing station.
5. The Concession will provide some grilled foods and cold prepackaged foods. Beverages and snacks will also be sold out of the stand. The station does have two drinking fountains one that is ADA accessible.
6. Installation of 7 picnic tables, 2 under the barrel vault roof and 5 on the exterior concrete porches located in the front and back of the station.
7. New concrete sidewalk that goes around the station and connects to the new sidewalk leading from the playscape to the station over to the Giant Slide.
8. The Comfort Station is handicap accessible along with the picnic tables.

PHOTOS

1. DURING – Construction Views



Steel Framing



Masonry Work



Masonry Work



Roof Steel Framing above Pavilion Area



Interior View of Side Entry



Site Work and Completion of Roof

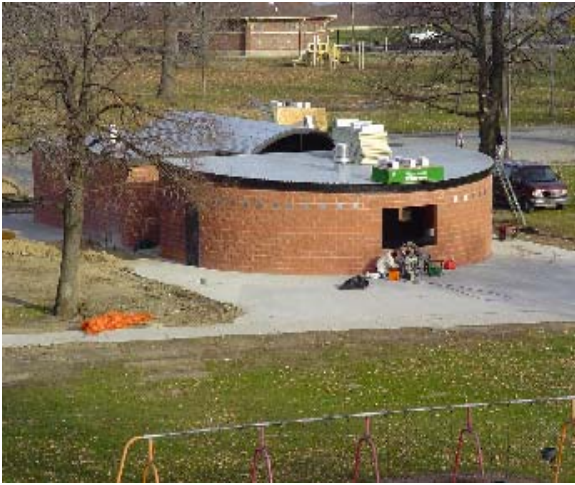


Unisex – Steel Roof Framing and Door Installation



Site Work with Front Patio into Pavilion Area

2. POST – Construction Views



Airborne View



Complete Roofing and Painting



Completion of Site Work and Entrance
Patio from Parking Lot



Unisex – Complete Roofing and Painting



Andrew Heffner, ASLA, CPSI
Project Architect

Under general direction, to provide landscape design services as needed to facilitate the many projects of the department; and to perform related work as required.

PROJECT ALBUM for PETERSON PLAYFIELD

Cluster 9 Park Improvement Project

PROJECT AMOUNT: \$ 1,357,143.00

Contractor: WCI Contractors, Inc.

The project consisted of a complete renovation to **PETERSON** Playfield, which is a 17-acre site located at the intersection of Curtis Street and Greenfield Road on the city's west side. This park renovation project was partially funded by the Urban Parks and Recreation Recovery Program, a federally funded grant rehabilitation program.

DESIGN PROGRAM - CONCEPT

- Improve parking options at the park to mediate football game day parking congestion
- Improve facilities to play football, soccer, tennis, basketball, baseball and softball and combination thereof
- Provide a walking trail for numerous people that walk the perimeter of the park
- Provide a restroom facility for park users including the large amount of people attending organized football games
- Provide a water-spray area
- Provide new playground for age groups 2-5 and 5-12 with concrete curbs and rubber safety surfacing
- Preserve and protect all existing trees and add new trees to mediate loss of trees due to emerald ash borer
- Remove all existing development at site including the play equipment, comfort station pad, walkways, basketball court surfacing, asphalt tennis court, perimeter fencing, etc.
- Improve the park's picnicking facilities with the addition of a new picnic shelter, picnic tables and BBQ grills.
- Provide adequate bench seating throughout park
- Provide bike parking at each baseball/softball diamond and throughout park
- Include connections to a majority of the sidewalks adjacent to the park to easily provide access into the park
- Provide protective bollards on north side of park at the intersection of a local street to inhibit the access of cars onto the site
- Renovate the existing flagpole to highlight the historical aspects of the park and to provide a space to exhibit the American flag
- Provide a space for a donated Peace Pole enhanced with plantings of low-maintenance plant material

SCOPE OF WORK

1. Remove all existing park amenities.
2. Install new playground area with two play structures, two sets of swings, concrete curbing, rubber safety surfacing, benches and access to new play area via asphalt walking trail.

3. Install a new water-spray area on a concrete pad including a drinking fountain, benches and all water, sewer and electrical utilities.
4. Install new site furnishings including a picnic shelter, picnic tables, benches, trash cans and drinking fountains.
5. Install a one-quarter mile walking trail with markings to elaborate the length and direction of traffic flow.
6. Install two basketball courts with color coating, rims/backboards and players benches.
7. Install six tennis courts with color coating, nets, posts, benches, numbers and fencing.
8. Install a parking lot for fifty automobiles, including two handicap van accessible spots.
9. Install a new football/soccer field with combination football/soccer goal posts.
10. Install a baseball diamond with a hooded backstop and protective fencing, bike parking, ADA accessibility, bleachers, players benches, bases and trash cans.
11. Install three softball diamonds with backstops and protective fencing, bike parking, ADA accessibility, bleachers, players benches, bases and trash cans.
12. Install a comfort station with drinking fountain, maintenance room, men's restroom, women's restroom and family restroom including all water, sewer and electrical utilities.
13. Install new landscaping including deciduous trees, ornamental trees, seeding, berms and low-maintenance perennials.

PHOTOS

1. PRE - Construction Views



Existing play equipment



Existing Play Equipment



Existing Basketball Court



Existing Comfort Station Concrete Pad and Flagpole

2. DURING - Construction Views



Picnic Shelter and Play Areas Under Construction



Water-Spray Area, Comfort Station and Asphalt Pathways Under Construction



Comfort Station Under Construction



Parking Lot Under Construction



Flagpole Being Removed



Park Under Construction with Picnic Shelter in Foreground and Comfort Station in Background

3. POST – Construction Views



Comfort Station and Water-Spray Area



5 – 12 Year Old Play Area with Concrete Curbing and Rubber Safety Surfacing



Three Southern Tennis Courts



Picnic Shelter and Play Areas



New Picnic Area with BBQ Grills,
Trash Receptacles and Picnic Tables



Softball Diamond Improvements



Completed Parking Lot



PROJECT ABLUM for STOEPEL NO. 1 PARK

Cluster 8 Park Improvement Project

PROJECT AMOUNT: \$ 379,544.03

Contractor: Jenkins Construction, Inc.

The project consisted of renovations and additions to **STOEPEL NO. 1** Park, which is a 29.3-acre site located at the intersection of Outer Drive and Evergreen Road on Detroit's west side.

DESIGN PROGRAM - CONCEPT

- Improve pedestrian circulation by connecting north and south sides of park
- Enhance safety and usability of existing one-quarter mile concrete pathway
- Improve playground safety by removing all outdated playground equipment and installing new equipment with rubber as safety surfacing
- Preserve and protect all existing trees and sidewalks.
- Improve the park's picnicking facilities
- Establish new trees to mediate those lost to the emerald ash borer
- Establish new ornamental trees to improve the curb appeal of the park in high vehicular traffic areas
- Enhance the parking lot area with the addition of a new gate and removal of debris
- Enhance the useability of the tennis courts by removing and replacing the fencing as needed
- Enhance the ADA accessibility of the tennis courts by connecting them to the parking
- Increase the safety of the park by removing the shrub/tree growth around the existing wading pool
- Increase the usability of the park by removing the existing wading pool
- Add trees in key locations to define the space of the play area on the south side of the park and the new picnic area.

SCOPE OF WORK

1. Removal of all existing playground equipment on north side of park
2. Salvage removed equipment that was recently installed with engineered wood safety surfacing
3. Reinstall removed play equipment using rubber safety surfacing
4. Removal of existing site amenities including picnic tables, BBQ grills, wading pool, trees, etc.
5. Removal of the existing wading pool including all piping, curbing, footings, foundations, concrete, asphalt surfacing, basketball posts and backboards and overgrown vegetation.
6. Removal of cracked and unsafe concrete sidewalk.
7. Installation of new playground equipment and salvaged play equipment with rubber safety surfacing, concrete curbing, benches, trash cans, and adjoining picnic area that includes picnic tables, a BBQ grill, trash receptacles and a bike rack.
8. Installation of a new slag pathway to connect the north and south side of the park at the existing play areas.
9. Installation of new site furnishings including BBQ grills, bike racks, benches, picnic table and trash cans throughout the park.
10. Installation of new concrete sidewalk throughout the park to replace the missing concrete.
11. Installation of new concrete sidewalk that was removed due to wear/damage to provide adequate pedestrian circulation throughout park.
12. Installation of new basketball court with court striping, basketball posts, rims and nets.
13. Installation of new trees, both deciduous and ornamental.

PHOTOS

1. PRE - Construction Views



Play Equipment to be Salvaged and
Wood Safety Surfacing Removed



Wading Pool Holding Water

2. DURING - Construction Views



Play Area Picnic Concrete Pad and
Excavations Made for Rubber Safety Surfacing
Installation



Wading Pool Removed and Site Being
Prepared for Basketball Court

3. POST - Construction Views



Improved Picnicking Facilities and New Trees



New Play Area with New Trees, Site Amenities and Safety Surfacing



New basketball Court at Site of Removed Wading Pool (Backboards and Rims to be Installed)



New Park Signage with New Picnic and Play Areas in the Background



LaJuan Wilks
Construction Coordinator

Under general direction, to provide the services of a construction project coordinator as needed to facilitate the many projects of the department; to perform related work as required.

CONSIDINE POOL IMPROVEMENTS

Building Improvements

Project Amount: \$200,000.00

General Contractor: Car – Bee Inc./Saturn III

Project Manager: LaJuan Wilks

SCOPE OF WORK

The existing pool had been out of operation for 4 years prior to the improvements. Due to problems with the pool drainage system, the pool was unable to hold any water. The improvements included the removal of the existing drainage system and most of the deep end of the pool floor. The drainage piping was replaced from the main drain to the pump. New tiles were installed and the entire pool was grouted.

PHOTOS

1. PRE – Construction View



Old Drains

2. POST – Construction Views



West View



New Drains

LIPKE POOL IMPROVEMENTS

Building Improvements

PROJECT AMOUNT: \$ NA

Contractor: Jenkins Construction Inc.

Project Manager: LaJuan Wilks

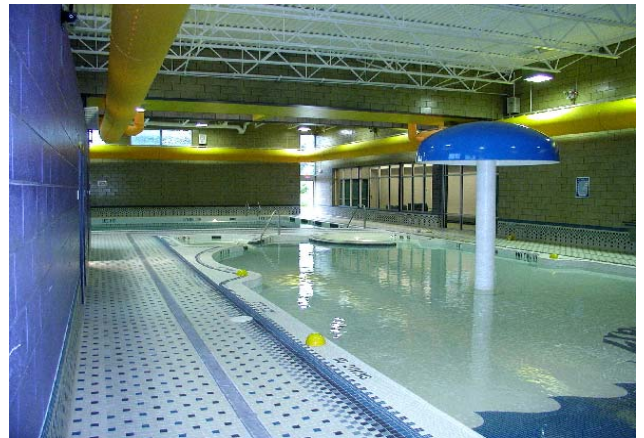
SCOPE OF WORK

The improvements that were performed provided the required ventilation necessary to meet the recommended air changes. Other work items included in the improvements were new moisture resistance paint for the metal decking and walls, sealing off the existing ductwork with concrete, replacing the existing dehumidification system with a new ventilation system, new fabric ductwork, repairs to the deck tile work, sealing the pool light fixtures to prevent water migration and repairs to moisture damaged ceiling surfaces.

PHOTOS



South East View of Lap Pool



Kiddie Pool with Spray Feature



South View of both Lap Pool Foreground and
Kiddie Pool Background



West View of Lap Pool



BELLE ISLE CONSERVATORY IMPROVEMENTS

Building Improvements

PROJECT AMOUNT : \$29,000.00

Contractor: Farrow Group, Inc.

Project Manager: LaJuan Wilks

SCOPE OF WORK

In commemoration of the 100 anniversary of the **Belle Isle Conservatory**, the **sidewalk** leading to the front entry from the parking lot was completely replaced. The existing concrete was cracked and deteriorating due to improper drainage, abuse and age. The new concrete sidewalk were installed with stone for better drainage and stability, and is now 6" thick instead of 4" to allow for truck traffic to plow in the winter time. Also installed is an emblem commemorating the 100th anniversary.

PHOTOS

POST – Construction Views



South View – New Entry



South East View – New Approach



New Concrete Insignia



FARWELL RECREATION CENTER IMPROVEMENTS

Building Improvements

PROJECT AMOUNT : \$6,000,000.00

Contractor: Spenser - Dailey
Architect: Hamilton – Anderson

Project Manager: LaJuan Wilks

SCOPE OF WORK

The original recreation center was a small one-room building that did not service the community. The new center is now a 24,000sqft facility with a Meeting Room, Senior Room, Dance/Aerobics Room, Weight Room, Ceramics/Craft Room, Men's and Women's Locker Rooms, Commercial Kitchen, Book Nook and a huge Atrium.

PHOTOS

1. PRE – Construction View



2. POST – Construction View



BUS STOP NO. 7 SHELTER/COMFORT STATION

Building Improvements

Project Amount : \$244,327.00

General Contractor: Clark's Construction

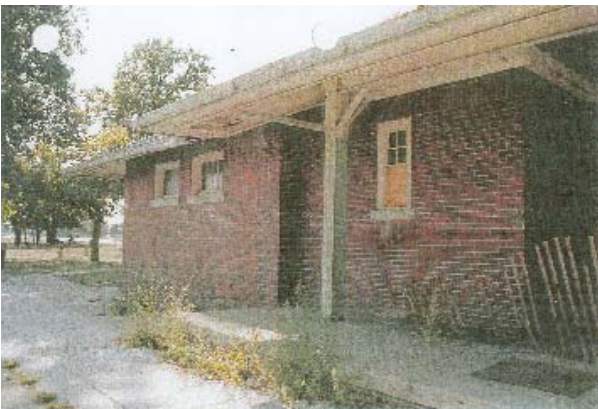
Project Manager: LaJuan Wilks

SCOPE OF WORK

Prior to the improvements the shelter had not been used for several years. Deteriorated and hazardous concrete slabs, retaining walls and roofs had made the shelter unusable. The improvements included a new roof, new brick retaining wall, new ramps for accessibility, new railings for safety, new lighting, new picnic tables, and complete replacement of fixtures and finishes inside the restrooms.

PHOTOS

1. PRE – Construction Views



Comfort Station – North West View



Picnic Shelter, Stair and Ramp



Women's Restroom



Picnic Shelter - Comfort Station Slate Roof

2. POST – Construction Views



North East View of Comfort Station, New Ramp, Railings and Roof



South East View of Comfort Station, New Ramp, Railings and Roof



New Women's Restroom Partitions



Picnic Shelter with New Tables, Lighting, Paint & Handrails



COLEMAN A. YOUNG FIRE ALARM IMPROVEMENTS

Building Improvements

Project Amount : \$15,000.00

General Contractor: Simplex – Grinnell

Project Manager: LaJuan Wilks

SCOPE OF WORK

The fire alarm system at the center had not worked in at least 10 years. The improvements included replacement of the main fire alarm panel and the remote annunciator panels. This improvement allowed for the replacement of additional devices that were inoperable and thus allowed the system to function properly and to code.

BALDUCK FIRE ALARM IMPROVEMENTS

Building Improvements

Project Amount: \$2,800.00

General Contractor: ADT

Project Manager: LaJuan Wilks

SCOPE OF WORK

It was unclear as to how long the system had been inoperable, but the improvements included the replacement of the main fire alarm panel and thus allowed the system to function properly.



PLANNING & GRANTS UNIT



Marti Alston, Administrative Assistant II
Grant Specialist

Marti Alston has worked for the Detroit Recreation Department since 1986. She initially directed the senior citizens program at the Clemente Recreation Center, and an intergenerational program called Building Bridges: Youth in Support of Seniors. By the late 1980's she had begun writing recreational programming grants for the Department, including several addressing the needs of at-risk children. In the 1990s the focus of her grant writing endeavors broadened to include the development of grant proposals to construct and renovate parks and recreation centers. She has successfully solicited funding for Department facilities across the city, including several projects on Belle Isle, the new Farwell Center and a total renovation of Peterson Playfield.



GRANTS AWARDED and/or GRANT PROJECTS BEING IMPLEMENTED 2003-4
Marti Alston, Grants Unit

GRANT AMOUNT	MATCH AMOUNT	TOTAL PROJECT COST	FUNDING SOURCE	PROJECT DESCRIPTION
\$ 950,000.00	\$ 407,143.00	\$ 1,357,143.00	National Park Service - UPARR Program	Restoration of Peterson Playfield
\$ 490,000.00	\$ 210,000.00	\$ 700,000.00	National Park Service - UPARR Program	Restoration of Flynn Pavilion
\$ 250,000.00	\$ 100,000.00	\$ 350,000.00	National Atmospheric & Oceanic Admin.- Mich Dept of Environ. Quality	Blue Heron Lagoon Natural Area
\$ 340,000.00	\$ 500,000.00	\$ 840,000.00	National Park Service - Save America's Treasures	Belle Isle Conservatory Restoration
\$ 322,000.00	\$ 173,000.00	\$ 495,000.00	Mich Natural Resources Trust Fund	Belle Isle Improvements
\$ 264,286.00		\$ 264,286.00	US Dept of Labor - Detroit Employ & Training Dept.	Career Works
\$ 150,000.00		\$ 150,000.00	SER Metro	Youth Opportunities
\$ 75,000.00		\$ 75,000.00	Mich Family Independence Agency	Youth/Communities Allied for Action
\$ 40,000.00	\$ 50,000.00	\$ 90,000.00	Mich Dept of Environmental Quality	Livingstone Overlook Nature Trail
\$ 25,530.00		\$ 25,530.00	Mich Dept of Agriculture	Ash Borer Tree Removal
\$ 3,729.00	\$ 1,243.00	\$ 4,972.00	Mich Dept of Natural Resources - Fed Clean Vessel Act - US Fish & Wildlife Service	Henderson Marina Pumpout
\$ 3,000.00		\$ 3,000.00	Detroit Free Press	Free Press Summer Dreams
\$ 2,913,545.00	\$ 1,441,386.00	\$ 4,354,931.00	Totals	



FINANCE & RESOURCE MANAGEMENT



D. Scott Brinkmann

Contract Specialist

Under general direction, to individually perform specialized, comprehensive, confidential and complex investigations, analyses and assessments; complete related contract administrative duties as required to complete various departmental projects; engage in evaluations and rectification of fiscal, operational, organizational and procedural problems and practices of the division; to perform related work as required.

- Write, prepare and process construction contracts and consulting contracts;
- Represent the department in various administrative contracts with municipal departments and outside public and private agencies;
- Complete other contract administrative duties as required to complete and close out projects;
- Write and prepare Request for Proposal and Request for Bid advertisements and documents for the hiring of construction contractors and engineering, design and other consultants;
- Coordinate the Request for Proposal and Request for Bid process for the hiring of construction contractors and engineering, design and other consultants;
- Administer, coordinate and track various other purchasing functions for the Division;
- Manage Capital Bond accounts and Division account balances;
- Coordinate and track various aspects of business administration as it relates to Recreation Department projects run through the Detroit Building Authority;
- Review and process vendor payments;
- Conduct technical investigations of financial and administrative functions to collect and analyze specialized information;
- Evaluate implications of collected data as it relates to various accounting and contract administrative issues;
- Appraise department efficiency, prepare recommendations, and review those prepared by others, concerning budgetary preparations;
- Design and coordinate new systems, procedures, or methods for accomplishing work within the Division as needed;
- Devise and coordinate records and information management systems as directed;
- Administer various human resource responsibilities within the Division.



Nicole Wright
Property Records Technician

Under general supervision, to individually prepare, maintain and update records of departmental buildings and ancillary facilities; to prepare, maintain and update records of acquisition and liquidation of departmental properties, buildings and facilities; to monitor special assessments against departmental properties; as directed, to obtain historical information related to departmental properties and related events from a variety of sources, and to prepare reports, correspondence based thereon; to prepare basic maps and charts of properties; and to perform work as required.

In accordance with established departmental procedures but with responsibility for exercising considerable initiative and judgment in performing a variety of tasks typified by, but not limited to, the following examples:

- Compiling and maintaining chronological records of departmental property acquisitions, liquidations and improvements.
- Add the above and like documents to respective files.
- Compiling and maintaining chronological records and correspondence related to department buildings and facilities.
- Examining municipal legal, historical records and archives, assessment records, tract indexes, census records, Legal News, City Council Journals and abstract title company records to obtain data regarding departmental properties.
- Monitoring special tax assessments to ascertain whether departmental properties are affected, and preparing memoranda to initiate payments required.
- Monitoring City Council Journals and Municipal Code changes to extract and synopsise ordinance changes, which bear upon the Recreation Department.
- Notifying departmental personnel of matters related to billings and facilities, which affect departmental operations, and updating records as appropriate.
- Responding to written and telephone inquiries for information regarding departmental properties and historical data.
- Obtaining, compiling and typing data and composing correspondence in response to inquiries regarding properties, facilities and recreation programs.
- Compiling and composing information into a report format for presentation by departmental officials.
- Typing rough draft and finished correspondence, reports, building plans, property maps and similar related documents.



Shirley Walker
Office Assistant III

Under supervision, to prepare reports and documents utilizing a variety of computer software; to perform moderately complex and semi-specialized clerical support duties and to perform related work as required including but not limited to the following:

- Assist the General Manager
- Compose routine and standard correspondence
- Assemble data and information and enters into defined tabular format
- Perform routine filing of correspondence
- Screen telephone calls, visitors and assists with general inquiries
- Operate computer and other office equipment
- Maintains records in databases, spreadsheets and logs